

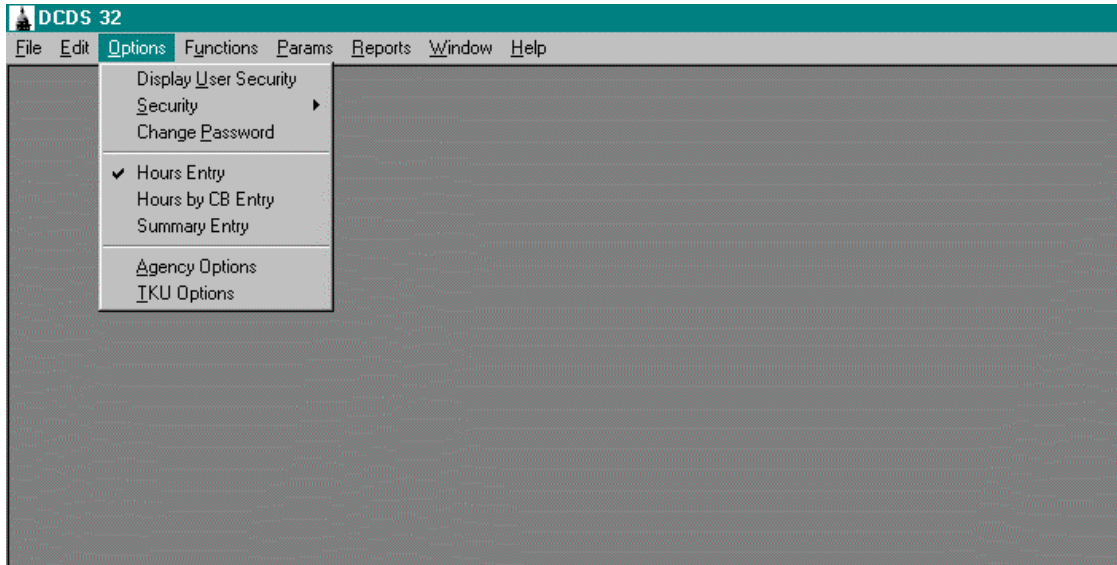
## Section 4.1 OPTIONS MENU

### Hours Entry and Hours By Coding Block Entry

Purpose	This section describes the purpose of the Hours Entry and Hours By CB (Coding Block) Entry under the Options Menu.
Tabs	None
Reminders	<ol style="list-style-type: none"><li>1. The Hours Entry or Hours By CB Entry option is selected through the <u>O</u>ptions item from the menu bar. A timekeeper or employee may select how they want to add, update or delete time information reported on a daily or pay period summary basis by selecting one of these options:<ul style="list-style-type: none"><li>■ <b>Hours Entry</b> is used primarily for employees using the standard distribution and displays hours worked and/or used for each day of the pay period.</li><li>■ <b>Hours by CB Entry</b> is used primarily for employees reporting hours for a particular coding block element and displays hours worked for specific projects and grants.</li></ul>Once an option is selected, a check mark will be displayed by the option. When time is entered through the Data Collection or Employee Data Collection windows, the selected option screen will be displayed for entry of time (<i>see Section 6</i>).</li><li>2. Summary Entry is no longer available with the implementation of the Human Resource Management Network (HRMN).</li></ol>
References	<i>No Specific References</i>

## Main Menu

The following window is displayed to select the entry option on how to enter time.



**DCDS Procedures Manual****Section 4.1 - Hours Entry****Hours Entry**

The following window is displayed in Data Collection or Employee Data Collection when the Hours Entry option is selected.

**DCDS 32**  
File Edit Options Functions Params Reports Window Help

**Employee Data Collection**

**Selection** Time Activity Equipment Inventory Emp Info History

AMATO, GREIG EUGENE 590-10-1162 Eff Dt: 04/25/1993 PP EndDt: 08/19/2000 Ver: 0 Adj Type:

**Hours Entry**

Month: August

Hours Type	Sum Total	06 S	07 M	08 T	09 W	10 Th	11 F	12 S	Wkly Total	13 S	14 M	15 T	16 W	17 Th	18 F	19 S	Wkly Total	PP Total
REG1			8.0	5.0	4.0	7.0	8.0		32.0		5.0	7.0	4.0	8.0	4.0		28.0	60.0
ADM1				3.0	4.0	1.0			8.0		3.0	1.0	4.0		4.0		12.0	20.0
Totals:		8.0	8.0	8.0	8.0	8.0			40.0	8.0	8.0	8.0	8.0	8.0			40.0	80.0

Hours Entry Coding Block Comments Pers Miles Errors Display

<=> Submit Save Close

Ready

**Hours Entry by Coding Block**

The following window is displayed in Data Collection or Employee Data Collection when the Hours by CB entry is selected.

The screenshot shows the 'Employee Data Collection' window for 'AMATO, GREIG EUGENE' with employee ID '590-10-1162'. The window includes a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a tabbed interface with tabs for Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The 'Hours Entry by Coding Block' tab is active, displaying a table for August with columns for hours by day of the week and weekly totals. Below the table are buttons for Hours Entry, Coding Block, Comments, Pers Miles, Errors, and Display. At the bottom are navigation buttons (left and right arrows), a Submit button, and Save and Close buttons.

Month: August		06	07	08	09	10	11	12	Wkly	13	14	15	16	17	18	19	Wkly	PP
Hours	Sum	S	M	T	W	Th	F	S	Total	S	M	T	W	Th	F	S	Total	Total
REG1			8.0	5.0	4.0	7.0	8.0		32.0		5.0	7.0	4.0	8.0	4.0		28.0	60.0
ADM1				3.0	4.0	1.0			8.0		3.0	1.0	4.0		4.0		12.0	20.0
Totals:	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0	80.0